

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of the Fire Chief, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs and supervises subordinate employees at the scene of an emergency. Records relevant information from fire alarm calls. Supervises driving of fire apparatus and assists in the positioning of apparatus at the fireground. Performs size-up of emergency scene and sets up perimeter for crowd and traffic control. Serves as fire safety officer at the scene of an emergency. Maintains communications and coordinates activities between fire scene and authorized personnel and provides for their needs. Performs and supervises search and rescue; ladder, ventilation, and hose operations; salvage and overhaul; handling hazardous materials; and emergency medical services. Observes and responds to changes in fireground conditions and takes measures to protect from fire extension. Operates self-contained breathing apparatus and uses appropriate fire streams and extinguisher to contain fires. Performs pumper operations and utilizes water supplies from public water systems. Provides emergency medical care and calls for additional medical help if needed. Operates and interprets monitors and other equipment, apparatus, or property used to provide emergency medical services.

Supervises all employees in the absence of the Fire Chief. Briefs incoming captain on all pertinent activities that occurred or will occur on the upcoming shift and reviews records of previous shift activity. Delegates authority to subordinates and assigns work or duty areas. Provides assistance to subordinates in technical areas of work and in informal or "on-the-job" training for new hires. Assigns work schedules and approves leave. Oversees work performance of subordinates and conducts evaluations. Counsels employees, conducts corrective interviews, and investigates and resolves complaints and grievances. Provides training for

volunteers within the department and surrounding areas. Inspects the appearance of equipment and personnel. Completes assigned forms and records and reviews reports written by subordinates. Manages department operations and recommends policies, goals, and objectives for the department. Works to obtain favorable ISO ratings for the department. Investigates accidents and complaints involving equipment or personnel and recommends procedures to prevent future accidents.

Inspects fire apparatus and conducts required tests. Provides for the repair and maintenance of department property and equipment and reports any problems. Inspects station house, buildings, and facilities to ensure compliance with department maintenance standards. Performs or directs personnel to perform daily radio checks. Maintains inventory and orders supplies and equipment. Writes specifications for new fire department equipment, meets with sales representatives, and makes recommendations on major purchases for the department.

Inspects schools and businesses for fire prevention and pre-fire planning purposes. Conducts fire drills and reports safety violations to appropriate authority. Responds to questions and complaints from the public. Makes presentations and demonstrations related to fire prevention and fire safety. Investigates causes of fires occurring within the jurisdiction, assists arson personnel, questions witnesses to collect information, and testifies in court if necessary. Gives assistance to law enforcement, State Fire Marshal's Office and mutual aid when needed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Firefighter/Operator for at least (3) three years immediately preceding closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

